

School Compliance Checklist: School User Manual



**Published by the Communications Division
for School Improvement Division
Department of Education and
Early Childhood Development**
Melbourne
November 2011

© State of Victoria (Department of Education
and Early Childhood Development) 2011

The copyright in this document is owned by the
State of Victoria (Department of Education and Early Childhood
Development), or in the case of some materials, by third parties
(third party materials). No part may be reproduced by any process
except in accordance with the provisions of the Copyright Act 1968
the National Education Access Licence for Schools (NEALS)
(see below) or with permission.



An educational institution situated in
Australia which is not conducted for profit,
or a body responsible for administering
such an institution, may copy and
communicate the materials, other than
third party materials, for the educational
purposes of the institution.

Authorised by the Department of Education
and Early Childhood Development,
2 Treasury Place, East Melbourne, Victoria, 3002.
ISBN [to be inserted if required]
This document is also available on the internet at
[insert URL].

Contents

1. Introduction	3
2. User Roles	3
3. Getting started.....	<u>334</u>
4. The home page	5
5. Your school’s compliance.....	9
6. Running reports	14
7. Add/modify user(s) access – schools	15
8. Glossary of Terms.....	19

Please note: all screenshots provided in this document are provided for illustrative purposes. They have been taken from the testing environment do not represent any school's compliance status. The screenshots may also show compliance items that are no longer on the checklist or are now appearing as 'viewable only'.

1. Introduction

This guide provides schools with step-by-step guidance in accessing and using the school compliance checklist (the checklist). Background information on the checklist and its processes and protocols is available in the *School Compliance Checklist Guidelines 2012*.

2. User Roles

There are a variety of access levels to the checklist. A user's access will depend on their role and responsibilities. Any Edumail user can log on to the checklist and view a complete list of all compliance requirements.

Note: Users may experience issues with logging onto the checklist if they have been assigned access to more than one user role or to multiple schools.

	Access	Allocated by
Viewer	<ul style="list-style-type: none"> View a complete list of all compliance requirements. 	Default access level for all Edumail users
School access		
School editor	<ul style="list-style-type: none"> View a complete list of all compliance requirements View all compliance requirements relevant to your school Edit school compliance item status and submit for approval Run report of school compliance status. 	School approver/administrator / checklist administrator
School approver	<ul style="list-style-type: none"> View a complete list of all compliance requirements View all compliance requirements relevant to your school Edit school compliance item status Approve school compliance item status Assign editor roles to school staff Run reports on school compliance status. 	School administrator (principal) or checklist administrator
School administrator	<ul style="list-style-type: none"> View a complete list of all compliance requirements View all compliance requirements relevant to your school Edit school compliance item status Approve school compliance item status Assign editor and approver roles to school staff Run reports on school compliance status. 	Web Access Control (WAC). Principals listed as such on Edumail will be automatically provided with school administrator access.
Regional access		
Regional editor	<ul style="list-style-type: none"> View a complete list of all compliance requirements View a complete list of all compliance requirements relevant to schools in region Run reports on school compliance status for schools in region Post bulletins for schools in the region to view on the homepage. 	Checklist administrator
Central access		
Central program area	<ul style="list-style-type: none"> View a complete list of all compliance requirements Run reports on school compliance status for items that program area has responsibility for. 	Checklist administrator
Checklist administrator	<ul style="list-style-type: none"> View a complete list of all compliance requirements View a complete list of all compliance requirements relevant to all schools Run reports on compliance status for all schools Assign levels of access to all users where required Update, add or delete compliance items according to advice from central program areas. 	

3. Getting started

Logging on to the school compliance checklist

To log on to the checklist users need to have a valid Edumail login. All Edumail users have viewer access to the checklist. Where users require access to more information, e.g. a school's compliance status, access must be assigned by others with higher access levels .e.g. school approver/administrator/checklist administrator.

In order for a checklist user to view or update schools' compliance, access must be assigned.

To log on to the checklist:

- In your internet browser, type the following web address: <https://www.eduweb.vic.gov.au/scc>
- When the Edumail login window appears type in your Edumail user name and password and click OK.

Principals should note that their administrator access in the checklist is automatically allocated but is dependent on their status in Edumail. Principals who have moved schools should ensure their Edumail status has been updated accordingly or they will be unable to obtain access as an administrator of their new school if they are still listed as a principal of their previous school.

School Compliance Checklist - Accountability and Improvement - Standards and Accountability - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://edustsp01/schoolcompliancchecklist> Go Links

School Improvement and Accountability

[Accountability and Improvement](#) | [School Performance Data](#) | [School Census](#) | [Publications](#) | [Search](#) | [Home](#)

Home > [Accountability and Improvement](#) > School Compliance Checklist

School Compliance Checklist

The School Compliance Checklist is an element of the School Accountability and Improvement Framework. The Checklist is designed to assist schools in managing risk and compliance with legislation and Departmental policy.

The School Compliance Checklist is intended to be used by school principals.

The School Compliance Checklist will:

- comprise an online interactive checklist of compliance requirements for school principals.
- provide a risk management and continuous improvement process for schools to ensure compliance with legislation and Departmental policy.
- provide links to relevant legislation and external resources for schools to ensure compliance with legislation and Departmental policy.
- provide a risk management strategy for the school to ensure compliance with legislation and Departmental policy.

The School Compliance Checklist tool will be trialled in all schools in Semester 1 2007.

[Back to Top](#)

Contact: School Improvement and Accountability (schoolaccountability@edumail.vic.gov.au)

Last updated: June 19, 2006

© State of Victoria (Department of Education & Training) 2002 | [Disclaimer](#) | [Privacy](#)

Knowledge & Skills
Building a Future

Victoria
The Place To Be

4. The homepage

The homepage displays the user's name and school (top left-hand corner of the screen) and displays the user's access level and date last logged in (right-hand corner of the screen). Each school principal is allocated **school administrator** access as their default role by the system and can allocate **editor/approver** access where necessary or make changes and approve items themselves.

School Compliance Checklist

> Home < Your School Compliance Reports Admin All Compliance Requirements

Welcome: Zonda Lynn
Stratford Primary School, Gippsland

Access Level Is: School Administrator
Last Login on: 06/12/2011

What do you want to do?

- View/Update Your School Compliance
- Approve Compliance Items for Your School
0 items awaiting principal's approval
- Add/Modify User(s) Access
- Run Compliance Reports
- View All Compliance Requirements

Important Information Date Posted: 19/09/2011

ATTENTION ALL USERS:

In an effort to reduce the administrative workload of schools and avoid any duplication in reporting compliance, a number of items have been

Recent Changes to Compliance Items

Gippsland Bulletin Date Posted: 19/09/2011

Schools are reminded it is mandatory to access and attend to the compliance checklist items.

Of particular note: Principals are strongly advised to address the Occupational Health & Safety Items (ongoing).

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 | [Disclaimer](#) | [Privacy](#)

Victoria

Important information bulletin

This box displays bulletins in relation to compliance requirements and other information provided by central or regional offices.

School Compliance Checklist

> Home < Your School Compliance Reports Admin All Compliance Requirements

Welcome: Zonda Lynn
Stratford Primary School, Gippsland

Access Level Is: School Administrator
Last Login on: 06/12/2011

What do you want to do?

- View/Update Your School Compliance
- Approve Compliance Items for Your School
0 items awaiting principal's approval
- Add/Modify User(s) Access
- Run Compliance Reports
- View All Compliance Requirements

Important Information Date Posted: 19/09/2011

ATTENTION ALL USERS:

In an effort to reduce the administrative workload of schools and avoid any duplication in reporting compliance, a number of items have been

Recent Changes to Compliance Items

Gippsland Bulletin Date Posted: 19/09/2011

Schools are reminded it is mandatory to access and attend to the compliance checklist items.

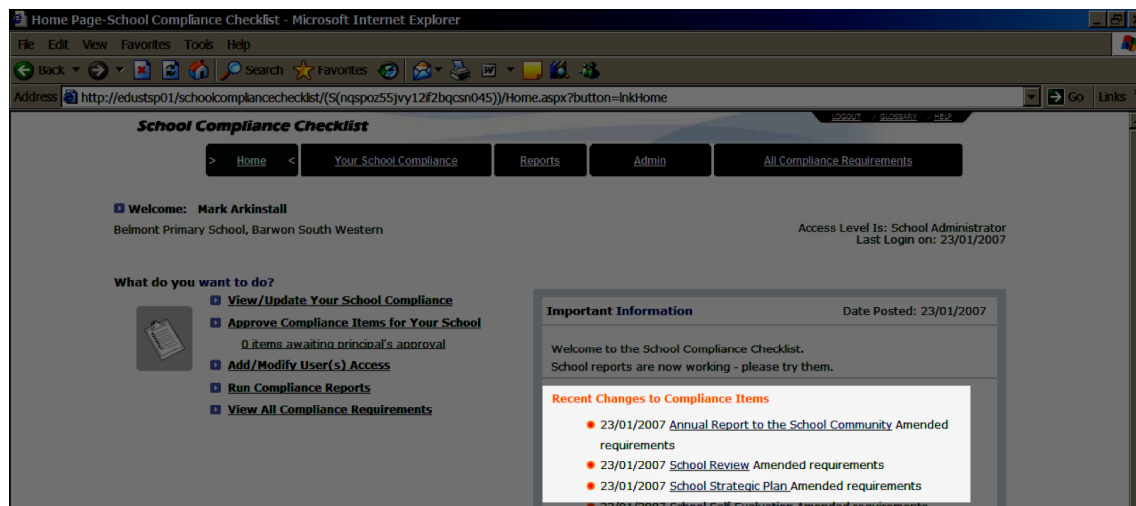
Of particular note: Principals are strongly advised to address the Occupational Health & Safety Items (ongoing).

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 | [Disclaimer](#) | [Privacy](#)

Victoria

Recent changes to compliance items

The section displays compliance requirements that have been added, updated or revised allowing the user to click directly on the link and view the item and a description of the update/ change.



All compliance requirements

In the 'All compliance requirements' tab, a complete list of requirements can be viewed by any user that has an Edumail username and password (the below image is of what central viewers can see, other users with higher access levels will have more tabs across their screen).

School Compliance Checklist

Home > **All Compliance Requirements** <

[Print Page](#)
[Print Complete List](#)

Search For [Search](#) Sort By [Sort](#) ☐ A-Z Index

(Compliance Item or Code)

☒ Display in Functional Groups

Compliance Item	Code	Program Area	Frequency	Date Due By	Term Due By
+ Commonwealth Requirements (2 items)					
+ Facilities Management (14 items)					
+ Financial Management (9 items)					
+ Governance (10 items)					
+ Human Resource Management (12 items)					
+ ICT Management (10 items)					
+ Risk Management (5 items)					
+ Student Engagement and Wellbeing (10 items)					
+ Student Learning (7 items)					
+ Student Pathways and Transition (5 items)					
Expand All Collapse All Top of Page					

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 |
[Disclaimer](#) | [Privacy](#)



This list is displayed in functional groups and accessed in exactly the same way as in the 'Your school compliance' tab (for those with access levels higher than school viewer).

Functional groups

All compliance items are grouped in 'functional groups'. Each group can be expanded to reveal the complete list of individual compliance items within each group by clicking on the '+' button located on the left hand side of each of the functional group headings or by clicking on the 'Expand all' link located in the bottom left hand corner of the screen.

The list of individual compliance items can be 'collapsed' into their functional groups from the compliance item list by clicking on the '-' button located on the left hand side of each of the functional group headings or by clicking on the 'Collapse all' link located in the bottom left-hand corner of the screen next to the 'Expand all' link.

School Compliance Checklist LOGOUT / GLOSSARY / HELP

Home Your School Compliance Reports Admin > All Compliance Requirements <

[Print Page](#) [Print Complete List](#) ☐ Search For Sort By Compliance Item Name ☐ A-Z Index
(Compliance Item or Code)

☒ Display in Functional Groups

Compliance Item ▼	Code	Program Area	Frequency	Date Due By	Term Due By
<input checked="" type="checkbox"/> Commonwealth Requirements (7 items)					
<input checked="" type="checkbox"/> Facilities Management (25 items)					
<input checked="" type="checkbox"/> Financial Management (10 items)					
<input checked="" type="checkbox"/> Governance (11 items)					
<input checked="" type="checkbox"/> Human Resource Management (26 items)					
<input checked="" type="checkbox"/> ICT Management (16 items)					
<input checked="" type="checkbox"/> Risk Management (6 items)					
<input checked="" type="checkbox"/> Student Engagement and Wellbeing (12 items)					
<input checked="" type="checkbox"/> Student Learning (8 items)					
English	SL0011	Student Learning	On-going		Term 1
ESL - Interpreting & Translating Services	SL0009	Student Learning	On-going	Not Required	
International Student Program	SL0013	International	Annual	10/07/2012	Term 2
International Student Study Tour	SL0012	International	Annual	03/10/2012	Term 3
PE & SE Allocation - P-12	SL0007	Student Learning	Annual	03/10/2012	Term 3
PE & SE Allocation - Primary	SL0006	Student Learning	Annual	03/10/2012	Term 3
PE & SE Allocation - Secondary	SL0008	Student Learning	Annual	03/10/2012	Term 3
VCE	SL0015	Curriculum	Annual	Not Required	
<input checked="" type="checkbox"/> Student Pathways and Transition (5 items)					

[Top of Page](#)

Viewable only items

Schools are not required to self-assess against the compliance items that are greyed out as the Department already collects this information from other sources. These items remain on the checklist as a reminder to schools as they are still mandated requirements under legislation or departmental policies.

<input checked="" type="checkbox"/> Student Learning (8 items)					
English	SL0011	Student Learning	On-going		Term 1
ESL - Interpreting & Translating Services	SL0009	Student Learning	On-going	Not Required	
International Student Program	SL0013	International	Annual	10/07/2012	Term 2
International Student Study Tour	SL0012	International	Annual	03/10/2012	Term 3
PE & SE Allocation - P-12	SL0007	Student Learning	Annual	03/10/2012	Term 3
PE & SE Allocation - Primary	SL0006	Student Learning	Annual	03/10/2012	Term 3
PE & SE Allocation - Secondary	SL0008	Student Learning	Annual	03/10/2012	Term 3
VCE	SL0015	Curriculum	Annual	Not Required	
<input checked="" type="checkbox"/> Student Pathways and Transition (5 items)					

Detail of compliance item

To view details of each compliance item, simply click on the item's name (link) on the 'All Compliance Requirements' page.

School Compliance Checklist

LOGOUT / GLOSSARY / HELP

HomeBack to All compliance requirements

Print Page

Playgrounds	FAC0002	Due Date: 23/12/2011	Term Due By: Term 4	Annual
-------------	---------	----------------------	---------------------	--------

Description: This school follows the Guidelines for School Playgrounds: Playground Safety Management including:

- adhering to the Australian Standard AS/NZS 4486.1:1997 - Playgrounds and Playground Equipment. Part 1: Development, Installation, Inspection, Maintenance and Operation
- reporting incidents via CASES
- reporting serious injuries to ESM

Type: ☐ Legislation ☒ DEECD policy

Guidance & Templates: [https://edugate.eduweb.vic.gov.au/sc/sites/Infonline/Policies%20Guidelines%20and%20Procedures/Guidelines%20for%20School%20Playgrounds%20\(2005\).pdf](https://edugate.eduweb.vic.gov.au/sc/sites/Infonline/Policies%20Guidelines%20and%20Procedures/Guidelines%20for%20School%20Playgrounds%20(2005).pdf)
Guidelines for School Playgrounds 2005

Examples of Good Practice:

Alert Text: 13/12/10 - program area contact updated

Alert URL:

Program Area: Infrastructure

Contact: Alex Wright **Phone:** 9637 3106

Email: wright.alex.a@edumail.vic.gov.au

Central Comments:

School Compliance Types: Primary , Secondary , Pri/Sec , Language , Camp , Special

Last Updated By: Fiona Crosthwaite

Date Effective: 06/10/2006 **School Assessment Frequency:** 0 years

View Compliance HistoryEdit Item

Accessing the functions of the checklist

Users can access all functions of the checklist by:

- using the 'tabs' across the top of the page
- clicking on the links in the 'What do you want to do?' list.

The ability to view particular tabs/links is dependent on a user's access levels. The below image shows the various tabs/links that a **school editor** has access to and will be different for those with **school viewer** access.

School Compliance Checklist

LOGOUT / GLOSSARY / HELP

> Home <Your School ComplianceReportsAll Compliance Requirements

Welcome: Jessie Donnan
Belmont Primary School, Barwon South Western

Access Level Is: School Editor
Last Login on: 28/11/2011

What do you want to do?

- View/Update Your School Compliance
- Run Compliance Reports
- View All Compliance Requirements

Important Information Date Posted: 19/09/2011
ATTENTION ALL USERS:
In an effort to reduce the administrative workload of schools and avoid any duplication in reporting compliance, a number of items have been
[Recent Changes to Compliance Items](#)

5. Your school's compliance

This tab will take users with the access level of **editor**, **approver** or **administrator** to the compliance requirements for their school. The default display of the list of compliance items for an individual school will be in functional groups.

School Compliance Checklist

Home > **Your School Compliance** < Reports Admin All Compliance Requirements

View/Update Compliance List Approve School Details/Comments

Print Page
Print Complete List

Search For Search Sort By Compliance Item Name Sort A-Z Index
(Compliance Item or Code)

Dargo Primary School, Gippsland

☒ Display in Functional Groups

Compliance Item	Code	Frequency	Date Due By	Term Due By	Status	Date Approved	Date Updated
Commonwealth Requirements (2 items)							
Facilities Management (14 items)							
Financial Management (9 items)							
Governance (10 items)							
Human Resource Management (12 items)							
ICT Management (10 items)							
Risk Management (5 items)							
Student Engagement and Wellbeing (10 items)							
Student Learning (4 items)							

Expand All Collapse All [Top of Page](#)

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 | [Disclaimer](#) | [Privacy](#)



View / update your school compliance tab

Clicking on any compliance item from the '**View/update compliance list**' displays a screen which provides links to guidance and resources, best practice examples, key contacts and a series of action points required to achieve full compliance (Central office does not collect information when running reports on those action points selected by schools).

This is also where details, including the person responsible for the management of the compliance requirement, the location of documentation and any other school specific comments, can be entered and saved to assist the school with monitoring compliance requirements.

Please note that filling in the details of **person responsible**, **document location**, **school comments** and **next school document assessment date** is for school use only, this information is not required by the Department. In particular, the **school comments** should not be used as a means of communicating with central program areas or the central administrator. Communication with either the central program areas or central administrator should be via the contact details provided for each compliance item and the school compliance checklist email, respectively.

School Compliance Checklist

Home Back to School Compliance List

Business Activity Statement FIN0010 On-going [Print Page](#)

Your School's Compliance Status

Belmont Primary School, Barwon South Western

This school lodges Business Activity Statement (BAS) returns with Australian Taxation Office:

☒ within required timelines
☒ using CASES21 and eBAS

Select Your School Compliance Status:

☒ Not assessed ☐ Fully ☐ Partially ☐ Not compliant ☐ Not applicable

Person Responsible:

Document Location:
e.g. file location on your school server

School Comments:

Next School Document Assessment date:

All Compliance Requirements

Type: ☒ Legislation ☐ Policy

Guidance and Templates:

<http://www.sofweb.vic.edu.au/schoolfinance/ebas.htm>
http://www.eduweb.vic.gov.au/referenceguide/resources/7_11.htm
<http://www.sofweb.vic.edu.au/tax/gst/default.htm>

Good Practice:

Alert Text:

Alert URL:

Central Comments:

Contact: Ron Cooper-Thomas

Phone: 9637 3256

Email: cooper-thomas.ron.r@edumail.vic.gov.au

School Document Assessment Frequency:

[View Compliance History](#) [Save Changes](#)

Select your school compliance status

'Select your school compliance status' is where the **approver/editor** records their school's compliance status according to the current level of compliance with each individual compliance item.

When a compliance status has been selected and details and comments have been entered, users should select the 'Save Changes' button. One of two screens will be displayed, depending on user access level (see overleaf).

School Compliance Checklist LOGOUT / GLOSSARY / HELP

[Home](#) [Back to School Compliance List](#)

Reporting to Parents COM0012 Term Due: Term 3 On-going [Print Page](#)

Your School's Compliance Status

Dargo Primary School, Gippsland

This school reports to parents on student outcomes by providing:

☐ two written reports for each student each year according to DEECD guidelines

☐ at least one face to face interview for each student each year.

Select Your School Compliance Status:

☐ Not assessed ☐ Fully ☒ Partially ☐ Not compliant ☐ Not applicable

Date Approved: 07/12/2011 Date Updated: 07/12/2011

Approved By: Zonda Lynn Updated By: Zonda Lynn

Person Responsible:

Document Location:

e.g. file location on your school server

School Comments:

Next School Document Assessment date: 10/10/2009

All Compliance Requirements

Type: ☐ Legislation ☒ Policy

Guidance and Templates:

http://www.education.vic.gov.au/management/governance/referenceguide/curric/3_4.htm

<http://www.education.vic.gov.au/studentlearning/studentreports.htm>

<http://www.education.vic.gov.au/studentlearning/studentreports/schools/mandatedcomponents.htm>

Good Practice:

Alert Text: 18/11/2010 - Contact details updated

Alert URL :

Central Comments:

Contact: Jan Mills

Phone: 9637 2706

Email: mills.ian.m1@edumail.vic.gov.au

School Document Assessment Frequency:

[View Compliance History](#) [Save Changes](#)

① The decision as to whether a school is fully, partially or not compliant is an on-balance judgement made by the principal.

Submit an item for approval (school editor)

The screen below is displayed for those with **editor** level access. Selecting 'Yes' will generate an email to the principal advising that there are compliance items awaiting approval.

School Compliance Checklist

LOGOUT / GLOSSARY / HELP

[Print Page](#)

Reporting to Parents

COM0012

On-going

Compliance status has been changed from **Fully** to **Partially**

Do you wish to approve this?

No

Yes

Your School's Compliance Status

Dargo Primary School, Gippsland

Reporting to Parents:

- ☐ two written reports for each student each year according to DEECD guidelines
- ☐ at least one face to face interview for each student each year.

Compliance Status: Fully

Person Responsible:

Document Location:

e.g. file location on your

school server

School Comments:

Next School Document
Assessment date: 10/10/2009

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 |
[Disclaimer](#) | [Privacy](#)



The editor will then be returned to the listing of all school compliance items and the item assessed will display a status of 'pending' as it is awaiting approval.

School Compliance Checklist

LOGOUT / GLOSSARY / HELP

Home

> Your School Compliance <

Reports

All Compliance Requirements

[View/Update Compliance List](#)

[School Details/Comments](#)

[Print Page](#)
[Print Complete List](#)

Search For

Search

Sort By

Compliance Item Name

Sort

A-Z Index

(Compliance Item or Code)

Belmont Primary School, Barwon South Western

☒ Display in Functional Groups

Compliance Item	Code	Frequency	Date Due By	Term Due By	Status	Date Approved	Date Updated
Commonwealth Requirements (2 items)							
NAPLAN	COM0018	On-going			Not Required		
Reporting to Parents	COM0012	On-going		Term 3	Fully	Pending	10/09/2011
Facilities Management (14 items)							
Financial Management (9 items)							
Governance (10 items)							
Human Resource Management (12 items)							
ICT Management (10 items)							
Risk Management (5 items)							
Student Engagement and Wellbeing (10 items)							
Student Learning (4 items)							
Expand All Collapse All						Top of Page	

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 |
[Disclaimer](#) | [Privacy](#)



Selecting 'No' returns the user to the list of their school compliance items and does not save the changes made to the particular item.

When the principal logs on to the checklist, their homepage will have automatically been updated to highlight the number of items awaiting approval. Once the principal (or designated staff with **approver/administrator** access) has approved the changes, the 'Status' and 'Date Approved' of the item will be updated.

Approve an item (principal/approver)

The screen below displays for principals (or designated staff with **approver/administrator** access) when an item is edited and the **'Save changes'** button is selected.

Selecting **'Yes'** will update the compliance item with the updated compliance **'Status'** and the **'Date Approved'** and the user will be returned to the compliance list.

☒ Display in Functional Groups

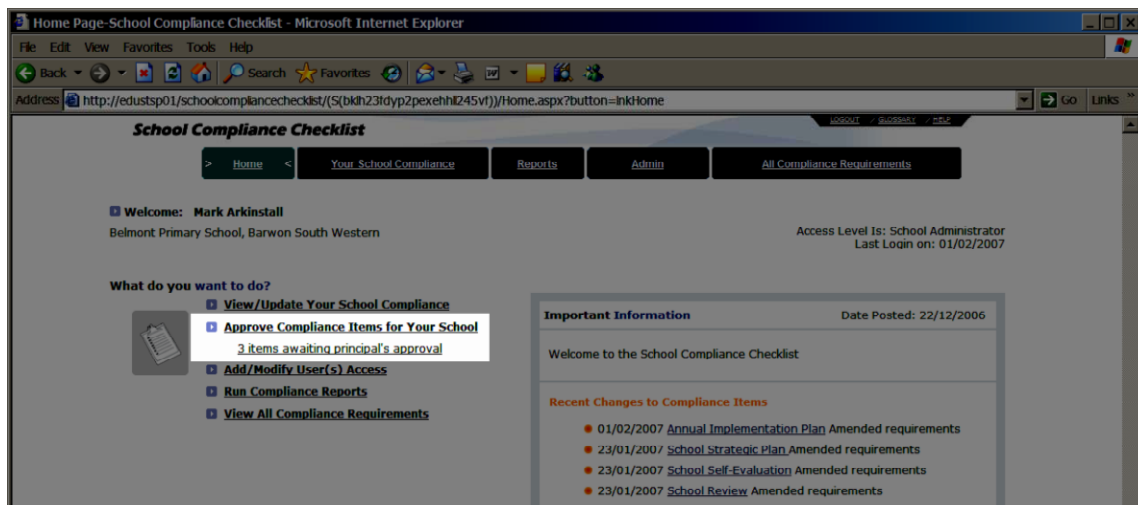
Compliance Item ▼	Code	Frequency	Date Due By	Term Due By	Status	Date Approved	Date Updated
Commonwealth Requirements (2 items)							
Facilities Management (14 items)							
Financial Management (9 items)							
Budget Monitoring	FIN0013	On-going		Term 3	Fully	13/09/2007	13/09/2007
Business Activity Statement	FIN0010	On-going		Term 2	Partially	25/10/2011	25/10/2011
EMA Requirements	FIN0018	Annual	03/10/2011	Term 3	Not assessed		
Financial Internal Control Procedures	FIN0015	On-going		Term 1	Fully	13/09/2007	12/10/2011
Fringe Benefits Tax	FIN0011	Annual			Not Required		
Goods & Services Tax	FIN0009	On-going		Term 2	Fully	13/09/2007	13/09/2007
School Annual Budget	FIN0012	Annual	23/12/2011	Term 4	Not assessed		
School Investments	FIN0014	On-going		Term 4	Not assessed		
School Workforce Plan	FIN0016	On-going			Not Required		
Governance (10 items)							
Human Resource Management (12 items)							
ICT Management (10 items)							
Risk Management (5 items)							
Student Engagement and Wellbeing (10 items)							
Student Learning (4 items)							

Selecting **'No'** will return the user to the compliance list.

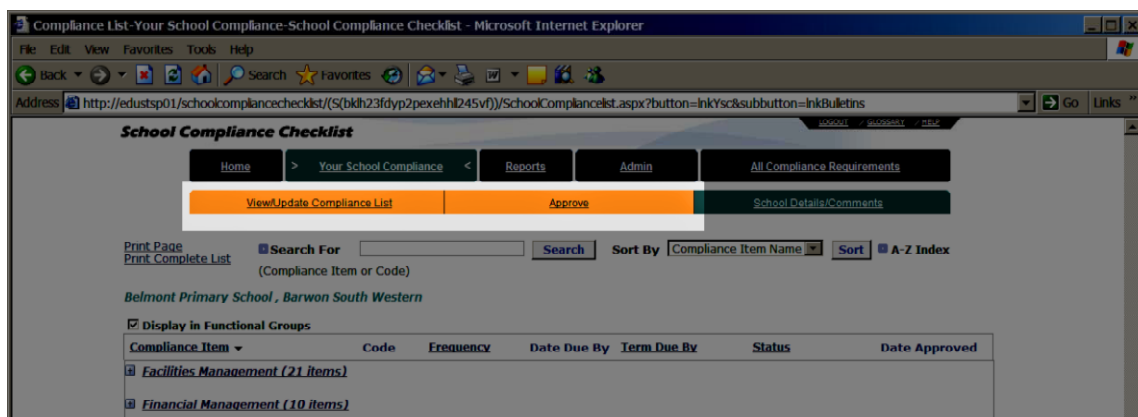
List of items for approval

When the principal (or designated staff with **approver/administrator access**) logs on to the checklist, the number of items awaiting approval displays under the **'What do you want to do?'** list.

Principals can either click on the **'Items awaiting principal's approval'** link from the home page...



...OR select **'Your school compliance'** and then select the **'Approve'** tab.

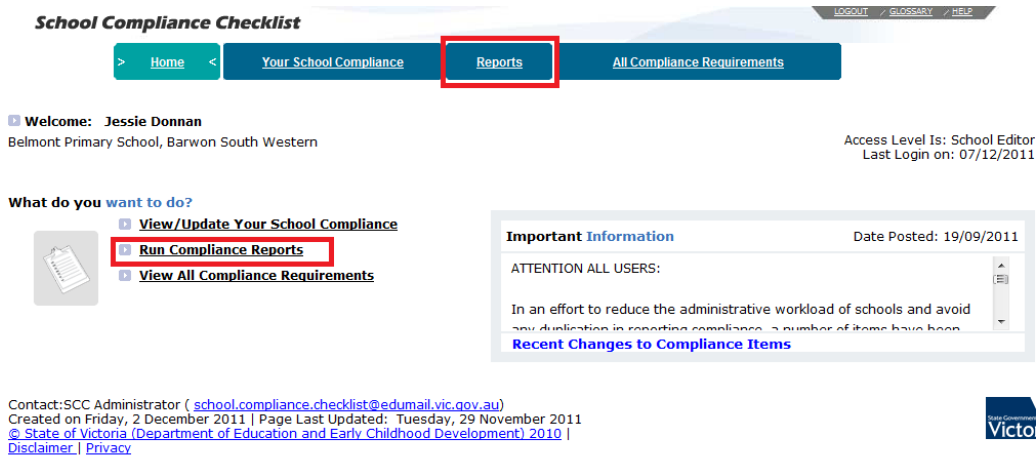


Items can be approved by ticking the box next to an item and clicking on **'Approve now'**. Item details can be accessed by clicking on the compliance item name allowing any edits to be made by the **approver**.

6. Running reports

School **editors**, **approvers** and the **administrator** can run a report on their school's compliance status. They can do so by:

- using the 'Reports' tab across the top of the page OR
- clicking on the 'Run compliance reports' links in the 'What do you want to do?' list.



School Compliance Checklist [LOGOUT](#) [GLOSSARY](#) [HELP](#)

[Home](#) [Your School Compliance](#) **Reports** [All Compliance Requirements](#)

Welcome: **Jessie Donnan**
Belmont Primary School, Barwon South Western

Access Level Is: School Editor
Last Login on: 07/12/2011

What do you want to do?

- [View/Update Your School Compliance](#)
- [Run Compliance Reports](#)**
- [View All Compliance Requirements](#)


Important Information Date Posted: 19/09/2011

ATTENTION ALL USERS:

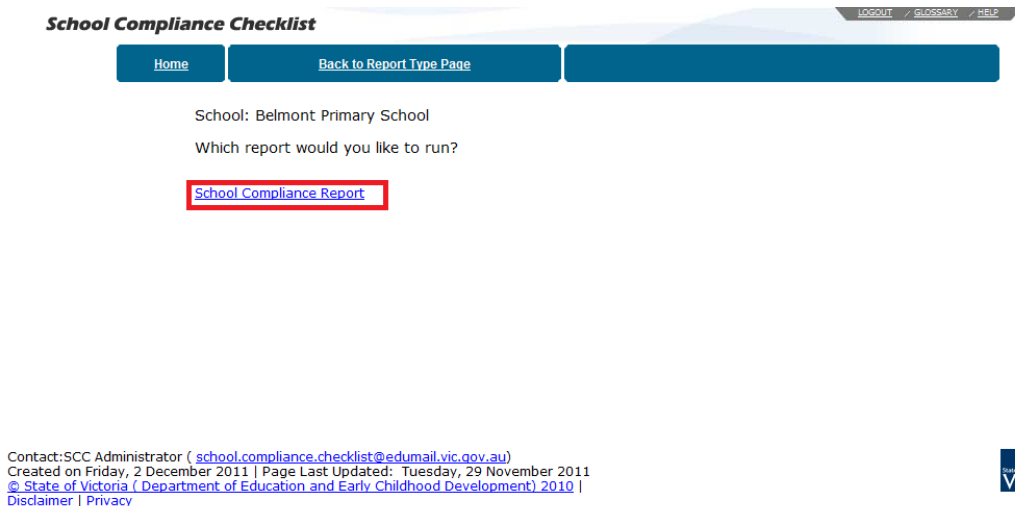
In an effort to reduce the administrative workload of schools and avoid any duplication in reporting compliance, a number of items have been

[Recent Changes to Compliance Items](#)

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 | [Disclaimer](#) | [Privacy](#)



This takes the user to a screen with a link to the **school compliance report**.



School Compliance Checklist [LOGOUT](#) [GLOSSARY](#) [HELP](#)


[Home](#) [Back to Report Type Page](#)

School: Belmont Primary School

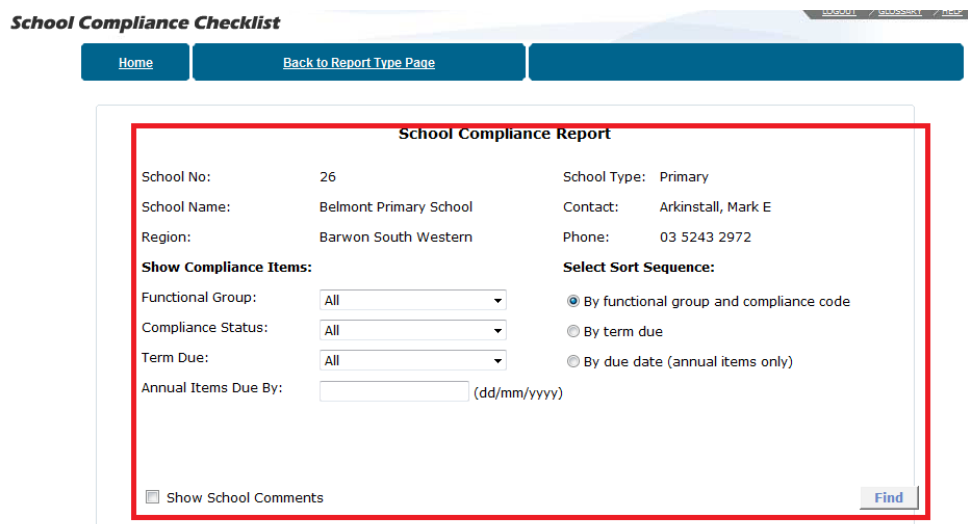
Which report would you like to run?

[School Compliance Report](#)

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 | [Disclaimer](#) | [Privacy](#)



Clicking on the report link opens the screen below. The user has the option to select the type of information they wish to be included on the report.



School Compliance Checklist [LOGOUT](#) [GLOSSARY](#) [HELP](#)

[Home](#) [Back to Report Type Page](#)

School Compliance Report

School No: 26 School Type: Primary

School Name: Belmont Primary School Contact: Arkinstall, Mark E

Region: Barwon South Western Phone: 03 5243 2972

Show Compliance Items:

Functional Group:

Compliance Status:

Term Due:

Annual Items Due By: (dd/mm/yyyy)

Select Sort Sequence:

☒ By functional group and compliance code

☐ By term due

☐ By due date (annual items only)

☐ Show School Comments [Find](#)

Users have the option of running reports based on functional group, compliance status, term due or, for annual items, and the item due date.

The user can also run the report to include the comments, document location and person responsible by ticking the 'Show school comments' box. This report could be useful for discussions with staff and tracking items. Once the parameters of the report have been selected, the user will need to select the 'Find' button to run the report.

The example below is a report run for school compliance status on all items within the selected functional group, governance, and includes details of who updated and approved the items and the dates on which they were updated and approved.

School Compliance Report as at 07/12/2011

By Functional Group

School: 26 Belmont Primary School
Region: Barwon South Western

School Type: Primary
Report run by: Jessie Donnan

Compliance Item						School Compliance Status						
Comp. Function & Code	Description	Alert	Freq.	Due Date	Term Due	Status	Awaiting Approval?	Date Approved	Approved By	Date Updated	Update By	Person Resp.
Governance												
GOV0009	School Strategic Plan		Annual			Not Required						
GOV0012	Attendance at School Camps		On-going		Term 4	Fully	N	28/06/2008	Mark Arkinstall	28/06/2008	Mark Arkinstall	Mark Arkinstall
GOV0019	Gifts, Benefits and Hospitality Policy		On-going		Term 4	Partially	N	20/09/2010	Mark Arkinstall	20/09/2010	Mark Arkinstall	

Summary of School Compliance Status

Comp. Status	Item Count	% of Total
Not Assessed	1	33.33%
Not Compliance		
Partially	1	33.33%
Fully	1	33.33%
N/A		
Total	3	100

[Export to Excel](#)

Reports can be saved by selecting 'File' from the Internet Explorer toolbar and then 'Save as', allowing the user to select which location on their local drive/computer they wish to store the report.

① For optimum printing of reports change "page setup" from "portrait" to "landscape".

Add/modify user(s) access – schools

This tab allows school approvers/school administrators to allocate editor access to school staff.

School Compliance Checklist

LOGOUT / GLOSSARY / HELP

> Home < Your School Compliance Reports **Admin** All Compliance Requirements

Welcome: Zonda Lynn
Stratford Primary School, Gippsland

Access Level Is: School Administrator
Last Login on: 07/12/2011

What do you want to do?

- [View/Update Your School Compliance](#)
- [Approve Compliance Items for Your School](#)
0 items awaiting principal's approval
- [Add/Modify User\(s\) Access](#)**
- [Run Compliance Reports](#)
- [View All Compliance Requirements](#)

Important Information
Date Posted: 19/09/2011

ATTENTION ALL USERS:

In an effort to reduce the administrative workload of schools and avoid any duplication in reporting compliance, a number of items have been

[Recent Changes to Compliance Items](#)

Gippsland Bulletin
Date Posted: 19/09/2011

Schools are reminded it is mandatory to access and attend to the compliance checklist items.
Of particular note: Principals are strongly advised to address the Occupational Health & Safety Items (essential):

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 | [Disclaimer](#) | [Privacy](#)



Clicking on either the 'Admin' tab or the 'Add/modify user(s) access' link will display the screen below.

The **school administrator/approver** can add or modify users' access to the checklist by selecting a school user type from the drop down box.

School Compliance Checklist



Assign School Users

Select User Type:

(Admin; can edit and approve changes to compliance status, run reports and assign school users
Approver; can edit and approve changes to compliance status, and run reports
Editor; can edit compliance items and run reports)

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 |
[Disclaimer](#) | [Privacy](#)



A new window will open providing access to the Department's **Web Access Control (WAC)**. Click on the 'Next' button.

School Compliance Checklist - Manage School Editor Access

Web Access Control System - Access Page

Please select the "Next" button below to continue.

You may have to enter your user credentials to access the system.

The below screen will appear.

School Compliance Checklist - Manage School Editor Access

Web Access Control System - Access Page

Please select the "Next" button below to continue.

You may have to enter your user credentials to access the system.

To add an **editor**, click on the 'Add school editor' button.

The approver or administrator can search for staff at their school by their PIN or name.

School Compliance Checklist

User permission level: **Add School Editor**

PIN:	<input type="text"/>
First Name:	<input type="text"/>
Surname:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>	

Search results will be displayed with check boxes allowing you to **select** the correct staff member.

Once you have ticked the box next to the appropriate staff member, click the '**Add selected users**' button in the middle of the screen.

School Compliance Checklist - Manage School Editor Access

User permission level: Add School Editor Criteria Specified: First Name like 'christine', Surname like 'angus'

Name	Work Location
<input type="checkbox"/> 1. Angus, Christine I	Kensington Primary School
<input checked="" type="checkbox"/> 2. Angus, Christine L	Colac Primary School

Add selected Users

Once a user has been selected, the search screen detailing current authorised user/s will be displayed again to allow further user selection.

School Compliance Checklist

User permission level:

School No:	<input type="text"/>
PIN:	<input type="text"/>
First Name:	<input type="text"/>
Surname:	<input type="text"/>
Work Location Name:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>	

Existing User List.

Name	Work Location
Angus, Christine L	Colac Primary School

Note: a user that already has access to school level data (i.e. **editor** or **approver**) in the checklist cannot be found again in the search. The **school administrator** will need to find and remove the staff member's current access and allocate a new access level using the '**Manage users**' function.

Details of school staff members that have been allocated access can be found in the user's '**School details/comments**' tab. The '**Manage users**' link is also available from this screen.

School Compliance Checklist

Home	> Your School Compliance <	Reports	Admin	All Compliance Requirements
View/Update Compliance List		Approve	School Details/Comments	

School Number: 596 Name: Stratford Primary School Region: Gippsland Principal's Name: Lynn, Zonda L Phone Number: 03 5145 6554 Type of School: Primary Authorised Users: Lynn, Zonda L (Approver) Manage Users	School Comments By: Date: <div></div> <div>Edit Comment</div>
---	---

Contact: SCC Administrator (school.compliance.checklist@edumail.vic.gov.au)
Created on Friday, 2 December 2011 | Page Last Updated: Tuesday, 29 November 2011
© State of Victoria (Department of Education and Early Childhood Development) 2010 |



Schools can also enter in comments which can be seen by the school's regional office and by the checklist administrator by selecting '**Edit Comment**' under the **School comments** box (schools should not log technical/access issues in this section. For urgent matters, email school.compliance.checklist@edumail.vic.gov.au or call the central administrator on 9637 2128).

Once comments have been entered, select '**Update**' to save the comments.

Regions may use the **region comments** box for any comments for the school (i.e. reminders of items outstanding or arranging support or visits).

7. Glossary of Terms

Term	Description
Access level	The functionality a user is authorised to access within the Checklist (see below for roles and access levels)
Action points	A list of actions schools are required to complete in order to comply with each compliance item (the Department does not collect information on which action points are ticked off by schools)
Alert text	Highlights any recent changes that have been made to a compliance item/s. These changes will be flagged on the Homepage and highlighted in red on the compliance item page
Alert URL	Highlights any recent changes that have been made to links, guidance and templates and good practice examples
Annual compliance item	The items that schools are required to complete each year. School status of annual items is re-set to 'Not Assessed' at the end of each year
Approver authorised access	<ul style="list-style-type: none"> View a complete list of all compliance requirements View all compliance requirements that are relevant to your school Edit school compliance item status Approve school compliance item status Assign "Editor" roles to school staff Run reports on school compliance status
Central Comments	Additional information to assist with becoming compliant with a particular compliance item found on the compliance item detail screen
Central Program Area authorised access	<ul style="list-style-type: none"> View a complete list of all compliance requirements Run reports on school compliance status for items program area has responsibility
Central Viewer	View a complete list of all compliance requirements (all DEECD staff have this access level as their default access level)
Code	System generated alpha numeric code used to identify each compliance item
Compliance item	Description of Departmental policy or legislative requirement that schools must comply with
Compliance item status	The status of each compliance item self-assessed and updated by each school on the Checklist. Schools can select a status of fully compliant, partially compliant, not compliant or not applicable.
Compliance item type	Details whether a compliance item is legislation or departmental policy
Date approved	The date the change in compliance status for a compliance item was approved by the School administrator or approver(usually the principal)
Date due by	For annual compliance items the date by which an item is due to be completed
Document location	An optional field where the location of relevant documentation for each compliance item can be located (i.e. principal's office or s: //school documents)

Editor authorised access	<ul style="list-style-type: none"> • View a complete list of all compliance requirements • View all compliance requirements that are relevant to your school • Edit school compliance item status and submit for approval • Run report of school compliance status
Frequency	Regularity of reporting requirements for each compliance item (see annual and ongoing)
Functional group	Group or theme by which compliance items are sorted
Good practice	Sample policies and other documents schools can adapt or use to develop their own policies
Guidance & templates	Links to further information for each compliance item
Ongoing compliance item	Those items that a school completes once and are not required to complete again unless the school's circumstances change or the legislation/policy changes
Person responsible	An optional field recording the person responsible for managing compliance with a particular compliance item at the school
Program area	The area within Central Office that has responsibility for the content of individual compliance items
Regional Editor authorised access	<ul style="list-style-type: none"> • View a complete list of all compliance requirements • View a complete list of all compliance requirements that are relevant to schools in region • Run reports on school compliance status for schools in region
School comments	An optional field where schools can enter comments that can only be viewed by users that have the access level of editor, approver or school administrator (schools should not use this to communicate with central office – communication with central office should be directed to school.compliance.checklist@edumail.vic.gov.au)
School Administrator authorised access	<ul style="list-style-type: none"> • View a complete list of all compliance requirements • View all compliance requirements that are relevant to your school • Edit school compliance item status • Approve school compliance item status • Assign “Editor” and “Approver” roles to school staff • Run reports on school compliance status
School type	The type of school a compliance item applies to i.e. Primary, Secondary, P-12, Language, Camp, Special
Term due by	For ongoing and annual items, the term in which the status of a compliance item must be updated
Your school's compliance	A list of all the compliance requirements that apply to schools of a particular type. The Your School's Compliance tab can be selected from the Homepage